

STATE OF NEVADA  
NEVADA DEPARTMENT OF PRISONS  
OFFICE OF THE DIRECTOR

DOP INFORMATION BULLETIN # 94-6

TO: ALL WARDENS AND MANAGERS

DATE: 1/10/94

FROM: RON ANGELONE, DIRECTOR

SUBJECT: USE OF INMATE LABOR IN FOOD SERVICE AREAS  
(SUPERCEDES AR 529 dated 3/24/88)

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I. PURPOSE

To establish guidelines for the assignment of inmate workers in the food service area.

II. AUTHORITY

NRS 209.131

III. POLICY

It is the policy of the Department that food service operations be operated with inmate labor. With the exception of food supervisors, all production work is to be done by inmates. This Regulation creates no liberty interest or right for any inmate nor is any to be implied.

IV. DEFINITIONS

None.

V. PROCEDURE

- A. Inmates should be assigned to work in food service areas by the institutional classification committee and must be medically cleared.
- B. Inmate workers shall maintain standards of sanitation and personal hygiene while working in the culinaries.
  - 1. Inmates working in the food service area shall be physically clean and wear clean clothing at all times. Hair nets and other head coverings are required.
  - 2. Hands must be washed after each visit to the bathroom and prior to handling food. Plastic gloves may also be required.
  - 3. Smoking is permitted only in areas designated and is NOT permitted on the serving line or while handling food.
- C. It is the responsibility of the culinary supervisor to ensure that inmate workers comply with standard personal hygiene requirements. Inmate workers should also be familiar with AR 705 - Inmate Grooming and Personal Hygiene.

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- D. Culinary staff may remove inmate workers from their job for justified disciplinary reasons, i.e., refusal to work, pilferage, fighting, unsanitary habits, etc., but CANNOT fire an inmate worker until they have been seen by the classification committee.
  - 1. When an inmate worker is removed from his job and sent from the culinary, staff must provide a written report to the classification committee.
  - 2. Inmate workers shall not be removed from culinary jobs without first having a replacement immediately available, except for disciplinary reasons.
  - 3. In case of removal for disciplinary reasons, a replacement shall be provided within twenty-four hours.
- E. Culinary staff are responsible for having all inmate workers present at the specific time they are to work in the culinary.
  - 1. When workers do not report on time to work, the culinary officer shall report their names and the number absent to the shift supervisor, who is responsible for either getting those workers to their assignment or providing temporary workers when necessary.
  - 2. The culinary sergeant/designee on duty shall notify the Associate Warden Operations or Associate Warden Programs when there are not enough inmate personnel assigned to adequately prepare and serve meals, operate the dish room and keep the dining room tables clean during the service of meals.
- F. Food managers and supervisors are to provide inmate workers with on-the-job training in food service, preparation, safety, sanitation, and the proper operation of food service equipment. Supervisors should prepare monthly evaluations on all inmate workers noting when an inmate worker has demonstrated proficiency in an area of food service.
- G. The culinary sergeant/designee shall supervise all inmates working in the food service division and shall keep accurate records of the days and hours worked by inmates.
- H. The culinary sergeant/designee shall upon request from the food manager or supervisor supply the manpower to be utilized as cooks and cooks' helpers from within the culinary work force. When there are no qualified candidates within the culinary work force, the classification committee will be notified and they are to give high priority to filling these positions.
- I. It is the policy of the Department that classification committees will not assign any inmate to culinary duty for disciplinary reasons.

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J. Inmate workers are not authorized to remove food or materials from the culinary. Any unauthorized institutional food or materials found outside the culinary will be considered contraband and possession may result in disciplinary action.

VI. REFERENCES

None.

  
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RON ANGELONE, DIRECTOR  
NEVADA DEPARTMENT OF PRISONS

1/10/94

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ISSUE DATE

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.